FMLA Leave Process Flowchart – Unclassified Staff

Step 1 – You must submit formal written request for Leave of Absence to the President or the designee (copy Division's VP, Supervisor and VPHR) when you know you need to take a leave.

Step 2 – Benefits Supervisor sets up meeting with you and provides the Leave of Absence - Preliminary Meeting Notice, NJ Temporary Disability Application, Family Leave Insurance notice, Sick Leave Policy, and Fact Sheet #20. (Also provides the Health Insurance rates in the event leave is/becomes unpaid). Benefits Supervisor provides Specific Notice to inform you of your FMLA Eligibility and rights.

If you are not eligible for FMLA:

Step 3 – You must provide Benefits Supervisor with supporting medical documentation pertaining to your request for leave via the My Document Upload.

STEP 4 → Benefits Supervisor must notify you whether your leave has been designated as FMLA leave within 5 business days.

If leave is not designated as FMLA leave:

STOP → Your leave is not FMLA-protected (You may contact the Benefits Office to discuss whether other leave options are possible.)

If leave is designated as FMLA leave:

STEP 5 → Your leave is FMLA-protected (There are employee responsibilities while out on FMLA leave.)

NOTE: You are required to submit a **Return from Leave** Form in advance of your return to work.

If your Return from Leave Form indicates Restrictions/Limitations HR will contact you to discuss the accommodation process in anticipation of your return

STEP 6 → When you return to work, your supervisor must return you to the same or an equivalent position.

Please read the WPUNJ MATRIX for information regarding your pay and benefits during a leave of absence